



IC MEMORANDUM 10-15

TO: KEHP Insurance Coordinators

FROM: Department of Employee Insurance (DEI)
Enrollment Information Branch

RE: Health Insurance Transmittal Logs and New Applications for
KRS and KTRS

DATE: April 7, 2010

Commonwealth of Kentucky
Personnel Cabinet
Department of Employee Insurance
2nd Floor, State Office Building
501 High Street
Frankfort, Kentucky 40601

Web Site: <http://kehpn.ky.gov>

Health Insurance Transmittal Logs

In order to reduce costs, the Enrollment Information Branch (EIB) will no longer mail copies of processed Health Insurance Transmittal Logs back to the individual agencies. Please continue to maintain a copy of your log sheet for your records and send a copy with the documents you submit to EIB.

You may check adjustments made to coverage for your members through the: "IC Function: 5. View GHI Emails by Company" on the web. Changes are downloaded to your site on a daily basis and should be checked regularly for adjustments.

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Kentucky Transportation Cabinet

New Application forms for KRS and KTRS posted on the web.

Please print and use these revised applications.

The applications were revised to add lines for the member's address.

If you have questions, please call: (888) 581-8834.

